Adding an Announcement to Your Blackboard Course

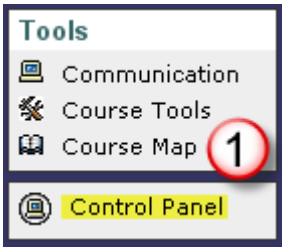
Since the Announcements page is the first thing students see when they enter your course, it is a good vehicle for alerting students to new course information. We recommend creating a welcome announcement that students will see the first time they access your course site at the beginning of the semester as well as continued use throughout the semester.

Overview

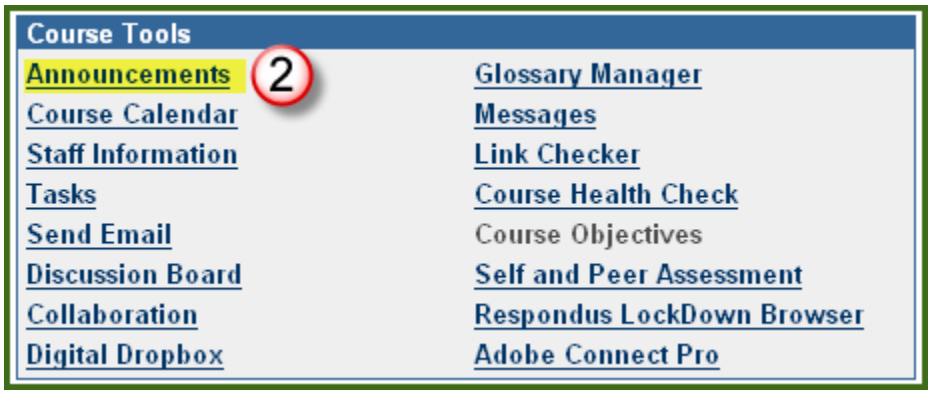
By default, the Announcements area is your course's entry point, and this prominence makes the Announcements area a useful communication tool. If you want to remind students of important information or alert them to updates you have made to your course, you can place that information here. You can also add a link to a specific area, tool, folder, or piece of content from an Announcement, directing students to the current task at hand. Encouraging your students to check Announcements for the latest course-related information is a good alternative to using email.

Creating an Announcement in Blackboard

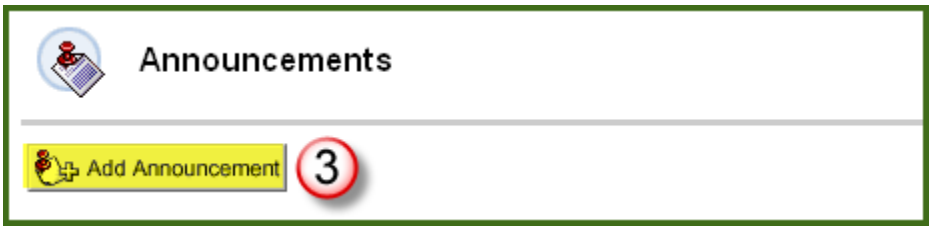
1. Log into your course and click on the **Control Panel**.



2. In the **Course Tools** section, click the **Announcements** link.



3. Choose the **Add Announcement** button at the top of the Announcement page.



4. Complete the **Add Announcement** form, which has four sections:

    1. **Announcement Information:**

        A. Type in a subject for the announcement in the box marked **Subject**.

        B. Type the content of your announcement in the box marked **Message**.

    2. **Options:**

        A. Permanent announcement? By default, announcements are displayed in reverse chronological order, with the newest announcements at the top. Only announcements from the last 7 days are displayed on the main announcements page. If you want to display a welcome announcement at the top of the announcements section for the entire semester, select the Yes radio button to make the announcement "Permanent." Selecting the No radio button will create an announcement that appears in chronological order.

        B. Date Restrictions: Choose the dates between which you'd like a non-permanent announcement to appear. You can create announcements well in advance of when they appear for students, if desired.

    3. **Course Link:** You can create a link from your announcement to another section of your course site (such as a quiz or a reading). Click on the Browse button to select a location in your course site to which to link.

    4. **Email Announcement:** If you'd like your announcement to be emailed to users immediately, choose this option. Note: do not use this with announcements you are creating in advance of when students will see the message.

5. Click on the **Submit** button when you are done. You will see a receipt telling you that the item has been updated. Click on the OK button. You should now see the announcement you just created.

For more information . . .

Additional support for Blackboard tools can be found at http://esupport.wilmu.edu, by clicking on the Help! button in Blackboard, at http://www.wilmu.edu/instructionaltech/index.aspx and in the User Manual linked from the *Control Panel* in Blackboard.